

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5155 **TITLE:** CODE ENFORCEMENT/COMPLAINT COORDINATOR II
GRADE: S-24

DEFINITION:

Under general direction, investigates and resolves complaints and inquiries concerning alleged violations of codes, ordinances and regulations pertaining to new construction activities, use of existing buildings, and the maintenance and upkeep of buildings within the County; evaluates permit applications, plans, specifications for compliance with codes, ordinances, regulations and policies; provide technical assistance regarding provisions of the Public Facilities Manual (PFM) and other regulations concerning land-disturbing activity; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Code Enforcement/Complaint Coordinator I class in that the II level is considered full-performance, involving a broader range of enforcement and complaint resolution responsibilities. Employees at the II level will either be involved in the investigation and resolution of code enforcement complaints or in the processing and issuance of permits, contractor licenses and adjudication of appeals.

ILLUSTRATIVE DUTIES:

All Areas

Identifies issues which should be brought to the attention of Departmental officials;
Determines equitable solutions to disputes between individuals and/or various size groups of property owners, builders, contractors and the County arising from construction, nonperformance by builders, code compliance and other issues;
Prepares reports as requested by the Director;
Represent DEM on multi agency task forces;
Provides guidance and information as appropriate, to customers regarding the land development process.

Code Enforcement Branch

Acts on code violations, preparing appropriate notices of violations, stop-work orders, summonses and subpoenas;
Coordinates case preparation including the collection of evidence and the presentation of testimony as an expert witness;
Assists with criminal and civil court prosecutions;
Coordinates investigations of single homeowner complaints concerning new construction sites and structures with field staff of the Department of Environmental Management and other County and state agencies;
Ensures that all issues relative to a complaint are addressed by staff and resolved in a timely manner;
Reviews and analyzes complaint investigation reports from field staff to determine adherence to Departmental policy and appropriate codes, ordinances and regulations;
Prepares reports concerning complaint resolution procedures, policies and status;

Investigates complex multiple homeowner and multiple project violations under direction of higher-level employees.

Permits Branch

Evaluates the submission of applications, plans, engineering reports and specifications for construction permits; reviews and analyzes inspection reports to determine compliance with appropriate codes , ordinances and regulations;

Ensures that all issues related to permit applications, the issuance of contractor licenses, and the scheduling of inspections and the assignment of addresses are resolved in a timely manner;

Serves as a resource person for branch, agency, County staff, and the public, providing administrative and technical interpretation of construction code requirements to insure compliance and consistency of enforcement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Detailed knowledge of the Virginia Uniform Statewide Building Code, and all other applicable codes and ordinances enforced by the Department of Environmental Management;

Considerable knowledge of construction and of the codes and ordinances which apply to construction in the County;

Specialized knowledge of the process by which construction violations in the County are resolved and the legal procedures for prosecuting such violations (Code Enforcement Branch only);

General knowledge of the construction field;

Knowledge of the principles, methods and problems of organization and management;

Ability to speak effectively in front of various size groups;

Ability to prepare clear in-depth technical reports, Board packages and statistical analyses;

Ability to establish and maintain effective relationships with others;

Ability to handle interpersonal conflict situations with tact and diplomacy;

Ability to negotiate and solve problems.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with major course work in civil engineering, building architecture, urban planning or law; PLUS

Two years of complaint resolution and/or building/construction code enforcement experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED:	August 14, 1996
REVISED:	January 11, 1988
ESTABLISHED:	July 27, 1987